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Health & Safety Policy

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1. **POLICY STATEMENT BY THE CEO AND CHAIR OF CORPORATION FOR HULL COLLEGE (HCGG)**
   1. Hull College (HCGG) will comply with all applicable legal requirements and recognises its duties within The Health and Safety at Work Act 1974. All staff have a responsibility for health and safety; however, we have overall responsibility for the strategic and day to day management of health and safety of all our employees and any others who could be affected by our acts or omissions, including all departments/buildings where HCG is the employer for health and safety purposes.
   2. This policy and supporting procedures, strategies and objectives are an essential component of our vision of delivering world class teaching and learning by contributing to significantly reducing injuries, incidence of ill-health, protecting the environment and reducing unnecessary losses and liabilities, which impact on our overall performance.
   3. HCG are committed to pursuing continuous improvements in health and safety performance beyond the minimum level of achievement with legal requirements. HCG will so far as is reasonably practicable:

* Provide adequate resources to maintain health and safety within the College.

• Provide and maintain systems of work which are safe and without risk to health.

• Establish arrangements for the use, handling, storage and transportation of articles and substances provided for use at work, which are safe and without risks to health.

• Provide employees with such information, instruction, training and supervision as is necessary to ensure their safety and health at work and that of others who may be affected by their activities.

• Ensure that all machinery, plant and equipment are maintained in an efficient and safe working condition.

• Make adequate provision and arrangements for welfare facilities at work.

• Keep the workplace safe and ensure that all access and egress points are safe and without risk.

• Monitor health and safety performance to maintain agreed standards.

• Maintain effective consultation with employees and their representatives.

* 1. We will exercise our health and safety responsibilities through the Executive Management Team, Senior Management Team and Wider Leadership Team who will set an example in commitment to health and safety an demonstrate visible leadership.
  2. The Executive Management Team and Senior Management Team have accountability for raising the profile of health and safety within their allocated areas of responsibility. In addition, the Director of Governance, the Vice Principal HR and H&S and Director of Health and Safety services will act as our “Health and Safety Directors”. To support us in meeting our legal obligations, expert advice is available through competent specialists.
  3. Executive Directors, Assistant Principals and Heads of Curriculum areas will:
* apply this policy locally through appropriately trained line managers who have adequate resources to discharge their health and safety responsibilities.
* contribute towards maintaining and improving health and safety performance by complying with their responsibilities clearly defined in this policy.
* Provide adequate supervision, training and instruction to ensure staff are competent to undertake activities allocated to them.
* actively consult with staff and staff association safety representatives to encourage their participation and co-operation in our goal to continuously improve standards of health and safety.
* Ensure all available means for effectively communicating health and safety information are utilised.
* will prepare and review health and safety management arrangements, confirming commitment at a local level to HCG’s general statement of policy.
* control workplace hazards by assessing risks, establishing suitable and sufficient risk control measures and by undertaking and reviewing risk assessments and proactively monitoring local arrangements.
  1. Heads of Curriculum and Wider Leadership Team will:
* ensure all health and safety policies, procedures and risk assessments are brought to the attention of all staff and any others within their areas of responsibility.
  1. Reports on health and safety performance will be provided monthly to the strategic Health, Safety and Welfare Committee.

This Policy statement and contents will be reviewed on an annual basis.

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| Photo of Debra Gray, Principal and CEO | Photo of Rob Lawson, Chair of Corporation |
| signature of Debra Gray, Principal and CEO  Signed:  Debra Gray, Principal and CEO  Date: 17th December 2024 | signature of Rob Lawson, Chair of Corporation  Signed:  Rob Lawson, Chair of Corporation  Date: 17th December 2024 |

# ACCOUNTABILITY

# The successful management of health and safety requires the establishment of a robust framework for organising management activity that details responsibilities and relationships, which will promote a positive safety culture. The key functions to successfully manage health and safety are:

# 2.1 POLICY MAKERS

# The Principal and CEO, Chair of Corporation and Executive Management Team

# The Principal and CEO and Chair of Corporation:

# Has overall and ultimate responsibility for health and safety across the College and leads in setting College Policy and direction.

# Monitors overall performance of the College’s Occupational Health and Safety (OHS) Management System.

# Endorses the OHS Policy and any reviews.

The Executive Leadership Team:

• Ensure their direct reports and respective functions are aware of their duties in respect of managing health and safety within their relevant areas of responsibility.

• Provide strategic direction and endorse College health and safety strategies.

• Ensure that robust health and safety management systems, arrangements and organisation exist within the College.

• Ensure the health, safety and welfare of all employees, learners and others that could be affected by activities within their areas of responsibility, so far as is reasonably practicable.

• Support the CEO/Principal in complying with health and safety duties and responsibilities.

• Ensure full implementation and operation of the College Occupational Health and Safety Management System, (OHSMS).

• Ensure College OHSMS Policy and Procedures are embedded within their areas of responsibility.

• Ensure development of service level documentation, systems and procedures that meets as a minimum the requirements of legislation and complies to the Colleges OHSMS.

• Ensure time and sufficient resources are allocated to meet health and safety obligations throughout their areas of responsibility.

• Monitor health and safety performance throughout their areas of responsibility.

• Ensure employees and their representatives are consulted on relevant health and safety matters and that their views are considered appropriately.

• Ensure safe and effective procedures are implemented relating to work.

# Director of Governance, the Vice Principal Human Resources and Director of Health

# and Safety Services – “Directors for Health and Safety”

# In addition to the general responsibilities outlined above, the Director of Governance, Vice Principal

# of HR and H&S and Director of Health and Safety have been allocated ‘director level’

# responsibility within HCG for determining and overseeing strategic direction of health and safety

# issues on behalf of the Principal and CEO and Chair of Corporation. They will:

* Establish strategies for planning, measuring, reviewing and auditing health and safety policies and procedures.
* Establish structures and supporting plans for implementing policy, strategy and the health and safety management system.
* Formulate and agree plans to review progress and achieve continuous improvement in health and safety performance.
* Promote effective measures to manage the risks from HCG activities.
* Jointly Chair the Health, Safety and Welfare Committee.

Ensure that health and safety performance is regularly reviewed and reported on to the Corporate Governance Group.

# 2.2 PLANNERS

# SENIOR MANAGEMENT TEAM – Executive Directors, Assistant Principals, Directors,

# Heads and Managers

# The Senior Management Team are accountable within their respective areas of HCG for ensuring

# the development of local policies, procedures and organisational arrangements, which form the

# health and safety arrangements that underpin and support this policy. In particular they will:

• Maintain an up-to-date knowledge of the statutory requirements relating to health and safety which are relevant to their areas of responsibility.

* Develop appropriate plans and arrangements for their areas of responsibility, which implement and meet the requirements of the College’s health and safety policy and any supporting strategy and objectives.
* Establish plans and processes which ensure suitable and sufficient assessments of risks are carried out (and periodically reviewed) through line managers and supervisors in relation to their areas of responsibility and that the control measures (including safe systems of work and instructions), which they identify are adequately communicated and satisfactorily implemented.
* Ensure that their area of responsibility or work location is inspected in line with College procedure.
* Ensure employees and others, (i.e. Contractors, Visitors, Volunteers, etc.) are aware of this Policy and any applicable Health and Safety
* Ensure Risk Assessments and Safe Operating Procedures are developed and referenced in schemes of work.
* Manage and monitor fire safety arrangements in buildings under their direct line of responsibility, including coordinating the implementation of recommendations and remedial measures identified within fire risk assessments conducted of all buildings.
* Ensure all available means for effectively communicating health and safety information and issues are utilised in a timely manner.
* Seek advice and guidance from specialist advisors (Health and Safety, Occupational Health etc.) where necessary to achieve effective planning for and implementation of the health and safety policy, strategy and any other health and safety objectives.
* Actively seek to involve and consult with all staff and safety representatives and encourage their participation and contribution in planning, developing and monitoring health and safety activities and issues.
* Ensure, by direct action or delegation to appropriate staff, that effective action is taken to implement any deficiencies in health and safety arrangements highlighted during any audits or inspections.
* Monitor accident, near miss and ill health reports to ensure adequate and appropriate investigations are being undertaken.
* Identify and establish arrangements to monitor health and safety performance within their areas of responsibility, encouraging World Class and taking effective and timely remedial action when required.

# VICE PRINICIPAL – HR/H&S

Health and Safety sits under the strategic remit of the VP-HR/H&S, they are responsible for:

• Ensuring the work of the Director of Health and Safety Services and Health and Safety Team lead to a healthy and safe workplace.

• Facilitate the Health, Safety and Wellbeing Committee.

• Commissioning the annual Health, Safety and Well-Being report.

• Reporting to governors on matters relating to Health Safety and well-being.

• Reviewing all policies related to Health, Safety and Well-being and bringing them for discussion and approval at the appropriate committees.

• Manage communications to the wider college on all matters related to Health, Safety and Well-being.

• Act as the primary liaison for union colleagues on matters related to Health, Safety and Wellbeing.

• Liaise with the Executive Director of Learner Services to ensure the Health, Safety and Well-Being policy is inter-linked with the Safeguarding policy.

• Work with the VP – Finance and Corporate Services to ensure that contracts with suppliers / providers are adequately managed regarding health and safety in line with the Health, Safety and Welfare Policy

• Work with the VP – Finance and Corporate Services to ensure the provision of insurance arrangements and financial provision for remedial actions or compensating claims, in event of an accident

• Establish an Incident management team with protocols for the management of serious Health and Safety incidents.

• To ensure health surveillance is completed as identified, before and during employment, and record the results within Human Resources for the duration required by legislation

• To promote staff welfare and respond to early onset reports of work-related health issues

• To ensure the recruitment of staff in accordance with current legislation and Independent Safeguarding Authority Guidelines.

• To monitor and analyse absences from work resulting from work related health issues including work related stress

• To ensure reasonable adjustments are made for those with temporary or permanent disabilities

# VICE PRINCIPAL – FINANCE AND CORPORATE SERVICES

VP – Finance and Corporate Services shall:

• Ensure the provision of insurance arrangements and financial provision for remedial actions or compensating claims, in event of an accident.

• To prepare the Risk Management Plan for the College including risks associated with injury or harm to individuals

• Ensure the work of the Head of Facilities and Contracts, Estates Site Manager, and Director if IT Services are completed with the highest standards of Health and Safety in mind.

• To take on the role of Duty Holder and ensure that a responsible person is appointed for the management of all specialist high risk activities, including but not limited to Asbestos Management, Water Sampling and Fire Controls.

• Ensure provision, development, and management of a comprehensive building management operation to ensure the optimum coordination and operational safety of physical assets owned by the College.

• Ensure the holding of information on compliance on all issues relating to buildings and physical assets owned by the College.

• Appointing competent persons to provide technical advice, information, and support in relation to statutory compliance of buildings and their relevant regulations.

• Ensure that fire and appropriate building risk assessments are carried out for every building and are regularly reviewed and kept up to date

• Liaising with appropriate enforcement agencies, network groups and industry bodies on behalf of the College.

• Develop and maintain College Security Systems according to a policy, which safeguards staff, students, contractors, and visitors.

# 2.3 IMPLEMENTERS

# WIDER LEADERSHIP TEAM, LINE MANAGERS and SUPERVISORS

# The wider leadership team, line managers and supervisors are responsible for implementing health and safety policies, plans and procedures in their areas of work and for staff, learners, volunteers, visitors, contractors and partners in their areas of responsibility. They will:

* Comply with the requirements of the College’s OHS Management System, including this Policy and supporting OHS Procedures.

• Ensure all work-related hazards are identified, suitable and sufficient risk assessments are undertaken and identified control measures implemented.

• Act upon findings or information provided by the OHS Team during visits, inspections, OHS internal audits etc. if reasonably practicable to do so.

• Develop local procedures and safe working practices in line with the service documentation and risk assessments.

• Ensure that they and their staff have an adequate level of competence, information, instruction, training and supervision to complete their work tasks safely and without risks to health.

• Establish safe procedures that relate to their work.

• Ensure learners have received suitable and sufficient induction, training, instruction, and supervision, for them to carry out their tasks safely

• Ensure that local health and safety systems are maintained.

• Ensure that all accidents and incidents which occur within their scope of responsibility are reported and investigated in line with the Accident, Incident Reporting and Investigation Procedure.

* Ensure the implementation and monitoring of control measures including, toolbox talks, risk cards and safety procedures to ensure their effectiveness.
* Provide periodical feedback to senior management on performance including successes and deficiencies in health and safety plans, standards, procedures and systems.
* Ensure individual health and safety objectives agreed between staff and line managers are implemented to ensure continuous improvements in health and safety.

# EMPLOYEES AND VOLUNTEERS

# Employees and volunteers will:

* Work with due regard to the health and safety of themselves and others who could be affected by their activities.

• Co-operate with HCG and support managers in meeting their health and safety responsibilities.

• Report any health and safety problems or deficiencies to their line manager or HCG contact.

• Work in accordance with information, instruction and training provided.

• Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.

• Report any hazardous defects in tools and equipment, or shortcomings in the existing safety arrangements to a responsible person without delay or via the Health and Safety Manager.

• Not undertake any task for which authorisation and/or training has not been given.

• Proactively seek authorisation and training as needed for specific tasks.

• Immediately report all accidents, incidents, hazardous condition, dangerous occurrence or near misses and any inadequacies in any safety equipment to their line manager, and record in the accident/incident form in accordance with our procedures.

• Be familiar and comply with procedures for emergency evacuation of the building(S) where they work.

• Be familiar and comply with lock-down procedures of the building where they work.

• Be reminded that their failure to comply with this policy, either by their actions or inaction, may make them liable for action under the Group disciplinary procedure

# LEARNERS, CONTRACTORS, PARTNERS AND VISITORS

# Learners, contractors, partners and visitors will:

* Effectively and efficiently co-operate and communicate with HCG on all relevant health and safety matters.

• Meet the required health and safety standards required of them in the performance of the work activities undertaken with or on behalf of HCG.

• Follow correct working procedures as trained, including the wearing of correct Personal

• Protective Equipment (PPE) as required.

* Report all accidents, near miss incidents, hazards, unsafe acts and any other conditions or situations arising that may impact on the health and safety of themselves or others.

• Ensure they do not abuse or interfere with plant, equipment and materials provided, or tamper with anything provided for the purpose of health and safety.

• Ensure they do not work on or operate any plant, machinery or work equipment while under the influence of alcohol or drugs

• 14-16 students will be subject to certain prohibitions these will be defined in the individual curriculum area arrangements for young persons

**SAFETY REPRESENTATIVES**

Additional to the responsibilities detailed above; Trade Unions will appoint Safety Representatives to carry out the following functions:

• Assist with investigations for reportable accidents and incidents.

• Represent the views of the employees they represent to managers and to Health and Safety Executive Inspectors.

* Undertake inspections of the workplace.

**SPECIALIST ADVICE AND SUPPORT**

**Occupational Health and Safety Team**

The Occupational Health and Safety Team will:

• Provide advice, guidance, training and support on all health and safety matters.

• Advise the College’s Health and Safety Committee on new legislation and its impact on the organisation and arrangements for health or safety.

• Review and provide reports on OHS Performance across the College.

• Produce OHS Procedures to ensure the College complies with all applicable health and safety legislation.

• Conduct independent inspections and OHS internal audits to assess performance and provide identification of any non-conformances to legislation, providing guidance to address these concerns to the relevant responsible persons, (Managers/Head Teachers) for action.

• Co-ordinate the issue of advice to departments on urgent safety issues requiring immediate action.

• Liaise, where required, with the Health and Safety Executive and other external bodies on health and safety matters.

* Identify, interpret and advise on health issues, health and safety legislation relevant to the health, safety and welfare of employees and HCG.
* Provide a comprehensive health surveillance programme in response to appropriate risk assessment of work activities, environment and job roles.
* Ensure the occupational health service delivery is undertaken in full compliance with codes of professional conduct and ethics. This will include issues of confidentiality, medical records maintenance and storage, data protection and security of data written and electronically stored.
* Work in collaboration with others to minimise accidents and ill health by providing relevant information, guidance and support to both staff and managers. This will include liaising with external agencies, such as HSE, Doctors and Health Protection Agency.
* Provide advice on reasonable adjustments and related interventions for returning and maintaining staff at work.

The HR Team will

* Provide pre-employment or preplacement health surveillance and maintaining health surveillance as appropriate in identified roles.
* Ensure the occupational health service delivery is undertaken in full compliance with codes of professional conduct and ethics. This will include issues of confidentiality, medical records maintenance and storage, data protection and security of data written and electronically stored.
* Implement and deliver an equitable and comprehensive health and wellbeing strategy targeting physical, psychological and attendance management intervention.
* Will provide appropriate rehabilitation interventions. Support and give advice to managers and staff regarding rehabilitation, recuperation and modified duties.
* Provide advice on issues relating to the Equality Act 2010. Provide advice on reasonable adjustments and related interventions for returning and maintaining staff at work.
* Ensure compliance with relevant legislation in providing advice, support and opinion regarding staffs’ capability for work.
* Provide where appropriate a welfare and counselling service to staff.

**Estates Services and Premises**

Responsible to the VP – Finance and Corporate Services for:

* Ensuring that all premises, plant and services owned by HCG are maintained and inspected in accordance with all statutory requirements.
* Ensuring appropriate action is taken to implement recommendations and remedial measures identified during fire risk assessments, which impact on the infrastructure of buildings.
* Maintaining adequate records of all statutory and routine maintenance, inspections and servicing.
* Ensuring that any contractor or sub-contractor appointed to work on behalf of HCG are competent in all aspects of the work to be undertaken and that such work is conducted in accordance with relevant statutory provisions and established policy and procedures.
* Advising and liaising with internal and external stakeholders on the hazards and risks associated with works and maintenance to be conducted on sites, services or plant occupied/utilised by HCG.
* Consulting when necessary, with internal and external stakeholders and other specialists on any issues relating to premises, plant or equipment that may involve health and safety hazards to staff, contractors or others.

# ARRANGEMENTS

The key elements of the College’s safety arrangements are:

• A systematic approach to risk assessment.

• Appropriate occupational health monitoring and surveillance.

• Provision of information, instruction, supervision and training sufficient to enable staff to carry out their duties safely.

• Monitoring compliance and regularly reviewing the effectiveness of the arrangements.

• Investigation and review of all accidents, incidents, ill-health diseases and dangerous occurrences.

• Programmed schedules for regular inspections and internal OHS auditing.

• Provision of adequate funding, resources and competent advice.

• Effective arrangements for consultation with and involvement of employee representatives, (including trade unions).

* 1. **CONSULTATIVE ARRANGEMENTS**

The Principal and CEO and Chair of Corporation recognise that as well as being a legal requirement, consultation with staff brings significant benefits to the corporation. Staff are able to provide (via consultation) realistic information and practical experience on matters relating to the workplace and work activities. Such information assists management teams to make informed decisions and having staff actively involved in decision making contributes significantly to developing a positive health and safety culture.

**The Strategic Health, Safety and Welfare Committee**

The College’s Health and Safety Committee will:

• Carry out the Management Review function of the College in respect of Health and Safety Management.

• Ensure that College health & safety procedures are developed and maintained.

• Set targets and objectives in respect of health and safety performance and monitoring in all areas of the College.

• Review results of health and safety activities including monitoring, inspections, audits and detailed investigations.

• Provide information to the Chief Executive, Leadership Group and Service Manager, as required.

**Departmental Health and Safety Meetings**

* Departmental health and safety meetings will be chaired by heads of department on at least a half termly basis.
* The aim of departmental health and safety meetings is to promote co-operation between employers and employees in instigating, developing and carrying out measures within departmental areas to ensure the health, safety and wellbeing at work of all staff.
* For smaller departments communicating health and safety information and issues where formal health and safety meetings may not be practical should still occur through a standing agenda item at management/team meetings.

Further information on the safety arrangements are contained within the suite of Health and Safety Policies via the Health, Safety and Welfare page of the online portal.

# Monitoring and Review

* 1. This policy will be monitored by the VP Human Resources on an annual basis, unless changes in legislation require earlier review.